



Lexington-Fayette Urban County Government
DEPARTMENT OF PUBLIC WORKS & DEVELOPMENT

Jim Newberry
Mayor

Mike Webb
Commissioner

Memorandum

TO: Fence/Retaining Wall Contractors & Homeowners

FROM: George Dillon, Building Inspection Sr.
Division of Building Inspection

DATE: April 30, 2010

RE: Fence/Retaining Wall Permit Applications

Effective immediately, the following requirements will apply to all fence & retaining wall permit applications submitted to the Division of Building Inspection. These requirements are intended to provide a comprehensive review and expedite the permit process.

- All fence & retaining wall applications must be submitted on the new attached application.
- Fence & retaining wall applications will no longer be accepted via fax, mail or email.
- All applications must be submitted with a complete site plan and plat. Site plan must accurately indicate the height, type & distance of the new fence. In addition, the site plan should indicate any existing fencing, utility easements and structures. (See example attached)
- Some applications may require additional review time, approvals and permit conditions. Any questions regarding permit conditions related to drainage, storm sewers or floodplain shall be referred to the Division of Water Quality @ 425-2255.
- Applications are not approved until payment is received and a permit is processed. Possession of a permit is required **before** any work shall commence.